

100

FIG. 2

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and Approvals

[Home/News](#)

[Requests](#)

[Reporting](#)

[Profile](#)

[Help](#)

Asset Management

[Home/News](#)

[Search Assets](#)

[My Assets](#)

[Assets for Approval](#)

[Assets on Hold](#)

[Advanced Search](#)

[Respond to Request](#)

[Work with Assets](#)

[Me as Owner](#)

[Me as Delegator](#)

[Me as Operator](#)

[Verify assets](#)

[My assets](#)

[My employees](#)

[Add asset\(s\)](#)

[Delegation](#)

[My Delegates](#)

[People for Work](#)

[Reporting](#)

[Help](#)

Asset Management > Assets > Transfer > Choices

Transfer and Disposal choices:

☐ In

☐ Out

☐ To Employee

☐ To Warehouse/Disposal Coordinator

☒ Dispose

☐ Scrap

☐ Loss

☐ Donation

☐ Export to

☐ Sale to Employee

☐ Sale to 3rd Party

☐ Return to WIP

☐ Trade in

Next

Verify as Found

Transfer/Dispose

Update

Verify as NOT Found

Screen: Dispose

FIG. 3

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and  
• [Home/News](#)  
• [Requests](#)  
• [Reporting](#)  
• [Profile](#)  
• [Help](#)

Asset Management  
• [Home/News](#)  
• [Search Assets](#)  
• [My Assets](#)  
Assets for w  
Assets on S  
Advanced  
• Respond to Ass  
Work with asse  
Me as Owne  
Me as Deleg  
Me as Origin  
Verify assets in  
My assets  
My employer  
Add asset(s) to  
• [Delegation](#)  
My Delegates  
People for Who  
• [Reporting](#)  
• [Help](#)

Asset Management > Assets > Dispose > Donation

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	V
				V
				V

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

<<Cancel

Reset Fields

Screen: Donation

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and

• Home/News

• Requests

• Reporting

• Profile

• Help

Asset Management

• Home/News

• Search Assets

My Assets

Assets for w

Assets on S

Advanced

Respond to Asse

Work with asse

Me as Owne

Me as Deleg

Me as Origin

Verify assets in

My assets

My employee

Add asset(s) to

• Delegation

My Delegates

People for Who

• Reporting

• Help

Asset Management > Assets > Dispose > Export to

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	*Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO
				NO
				NO

\* Export To Country

ICA#

Amount Billed

Case #

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

<<Cancel

Reset Fields

Screen: Export to

Standard Page Banner

FIG. 5

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and

- [Home/News](#)
- [Requests](#)
- [Reporting](#)
- [Profile](#)
- [Help](#)

Asset Management

- [Home/News](#)
- [Search Assets](#)

[My Assets](#)

[Assets for w](#)

[Assets on S](#)

[Advanced](#)

- [Respond to As](#)

[Work with asse](#)

[Me as Owne](#)

[Me as Deleg](#)

[Me as Origin](#)

[Verify assets in](#)

[My assets](#)

[My employer](#)

[Add asset\(s\) to](#)

- [Delegation](#)

[My Delegates](#)

[People for Whom](#)

- [Reporting](#)
- [Help](#)

Asset Management > Assets > Dispose > Loss

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxxx	xxxxxxxxxxx

\* Was the appropriate security team notified of the loss? ☐ ☒

Security Incident Report #

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Screen: Loss

FIG. 6

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and

• Home/News

• Requests

• Reporting

• Profile

• Help

Asset Management

• Home/News

• Search Assets

My Assets

Assets for w

Assets on S

Advanced

Respond to Ass

Work with asse

Me as Owne

Me as Deleg

Me as Origin

Verify assets in

My assets

My employee

Add asset(s) to

• Delegation

My Delegates

People for Who

• Reporting

• Help

Asset Management > Assets > Dispose > Return to WIP

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO
				NO
				NO

\* WIP Project #

\* WIP SubProject #

\* WIP Account #

If you need assistance regarding these fields, please contact your local accounting office.

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

<<Cancel

Reset Fields

Screen: Return to WIP

FIG. 7

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and

• Home/News

• Requests

• Reporting

• Profile

• Help

Asset Management

• Home/News

• Search Assets

My Assets

Assets for w

Assets on S

Advanced

Respond to As

Work with asse

Me as Owne

Me as Deleg

Me as Origin

Verify assets in

My assets

My employee

Add asset(s) to

• Delegation

My Delegates

People for Who

• Reporting

• Help

Asset Management > Assets > Dispose > Sale to Employee

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO
				NO
				NO

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

<<Cancel

Reset Fields

Screen: Sale to Employee

FIG. 8

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and

• Home/News

• Requests

• Reporting

• Profile

• Help

Asset Management

• Home/News

• Search Assets

My Assets

Assets for w

Assets on S

Advanced

Respond to Ass

Work with asse

Me as Owne

Me as Deleg

Me as Origin

Verify assets in

My assets

My employee

Add asset(s) to

• Delegation

My Delegates

People for Who

• Reporting

• Help

Asset Management > Assets > Dispose > Sale to 3rd Party

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxx	xxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO
				NO
				NO

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit

<<Cancel

Reset Fields

Screen: Sale to 3rd Party



FIG. 9

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and

• Home/News

• Requests

• Reporting

• Profile

• Help

Asset Management

• Home/News

• Search Assets

My Assets

Assets for w

Assets on S

Advanced

Respond to As

Work with asse

Me as Owner

Me as Deleg

Me as Origin

Verify assets in

My assets

My employee

Add asset(s) to

• Delegation

My Delegates

People for Who

• Reporting

• Help

Asset Management > Assets > Dispose > Scrap

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?	*Condition
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO	V
				NO	V
				NO	V

\*All assets identified with Condition "3" must have been  
advised for 30 days prior to disposal. Have these assets  
been advertised for 30 days?

V

\* Provide justification for disposal. The justification provided applies to all assets  
identified in the listing above.

Submit

<<Cancel

Reset Fields

Screen: Scrap

FIG. 10

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled Applications

e-AMT

Capital Requests and

• [Home/News](#)

• [Requests](#)

• [Reporting](#)

• [Profile](#)

• [Help](#)

Asset Management

• [Home/News](#)

• [Search Assets](#)

[My Assets](#)

[Assets for work](#)

[Assets on Site](#)

Advanced

• [Respond to Assets](#)

[Work with assets](#)

[Me as Owner](#)

[Me as Delegate](#)

[Me as Originator](#)

[Verify assets in](#)

[My assets](#)

[My employee](#)

[Add asset\(s\) to](#)

• [Delegation](#)

[My Delegates](#)

[People for Who](#)

• [Reporting](#)

• [Help](#)

Asset Management > Assets > Dispose > Trade In

\*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO
				NO
				NO

\* WIP Project #

\* WIP SubProject #

\* WIP Account #

If you need assistance regarding these fields, please contact your local accounting office.

\* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

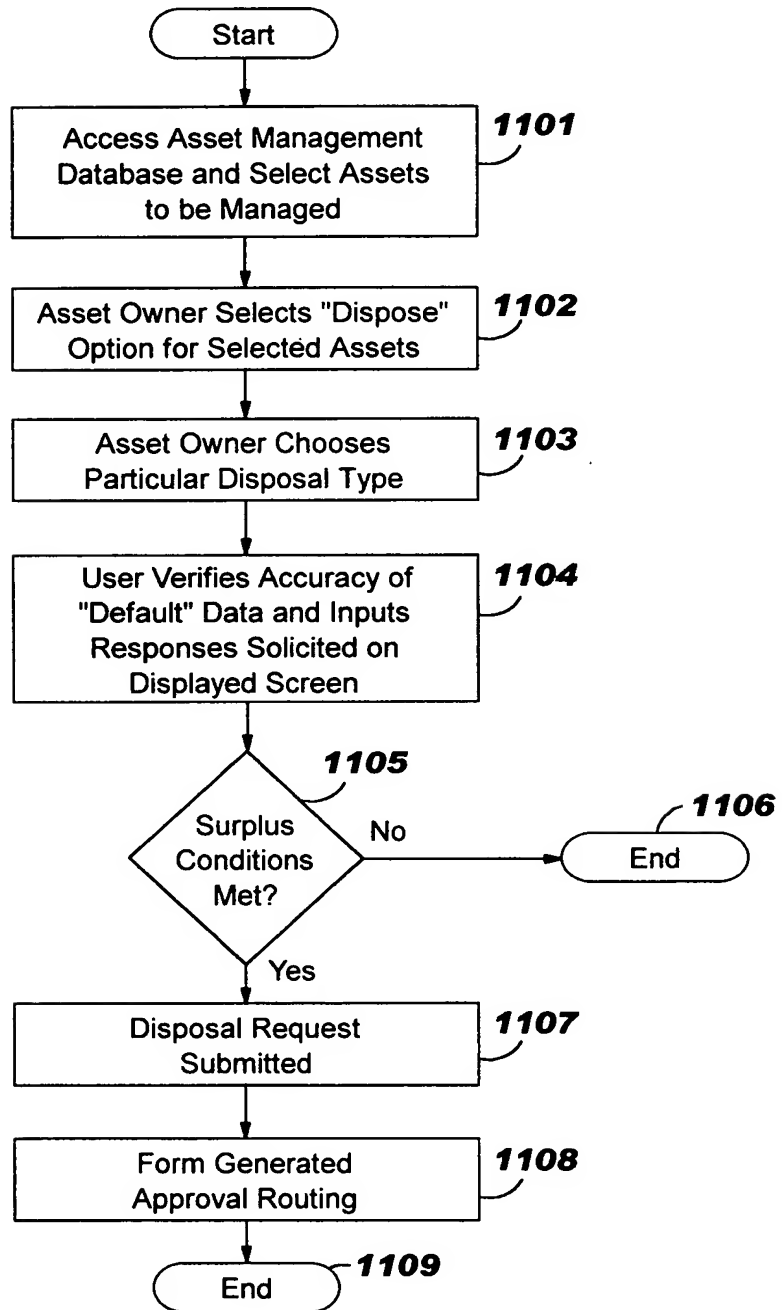
Submit

<<Cancel

Reset Fields

Screen: Trade In

FIG. 11



201250-02FE001